

Chattanooga, TN
Personnel Class Specification
CLASS CODE 1302

FLSA: Non-Exempt

CLASSIFICATION TITLE: INVENTORY CLERK, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the maintenance and issuance of department equipment and supplies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Maintains department supplies, parts, equipment, and uniforms; processes associated forms and documents; logs transactions in computer as necessary.

Answers phone/radio; takes or relays messages; receives and sends facsimiles.

Assists visitors; answers questions from vendors and other departments.

Evaluates equipment for repair or maintenance requirements; repairs or processes requisitions for maintenance of equipment; processes work orders; locates repair services; transmits equipment and parts for maintenance.

Processes meter readings as applicable; processes lab work as required.

Coordinates with outside departments or agencies in department functions.

Obtains price quotes for department needs; reviews products for department use and makes recommendations.

Processes requests for parts, uniforms, and supplies; investigates availability using computer.

Anticipates needs and orders supplies or materials; monitors status of back-ordered items.

Supervises inventories and stock rotation; purges stock as needed; checks inventories for availability; verifies availability of items with vendors.

Prepares, reviews, and codes purchase orders; prepares special orders; updates computer inventory.

Reviews work orders and invoices; processes billings.

Unloads and stocks inventory.

Arranges and prepares for deliveries; prepares distribution and installation of materials and supplies; processing shipping vouchers and receiving reports.

Processes and assigns identification numbers to new equipment, parts, supplies, or uniforms.

Disburses or issues supplies, parts, equipment, or uniforms; charges items to appropriate department or account, where applicable.

Maintains logs on equipment where required.

Monitors costs and product use as directed; updates product or labor costs as needed.

Maintains and updates files and records on supplies, parts, equipment, uniforms, repairs, maintenance, and other related items.

May maintain and enforce special contracts; monitors contract to ensure proper execution.

May perform some payroll duties.

Attends training workshops as needed.

Assists in other department functions.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) to five (5) years previous experience and/or training that includes inventory and maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.